GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 9

TITLE: Map Guidelines

EFFECTIVE DATE: September 14, 2004

UPDATED: February 2019

INTENT: To establish a standard methodology for using the map board efficiently and effectively. The board is used to track resources, locate, and mark wildfires, prescribed burns, fuels projects, and other important locations.

PROCEDURE:

The tracking of resources involves placing and moving magnetic icons on the map board for all in-service resources. In implementing the "Closest Resources" concept, it is necessary that the dispatchers and the floor supervisor be constantly aware of the location and status of all resources available for Initial Attack (IA). Marking the locations of wildfires, prescribed burns, projects etc. facilitates finding these locations quickly and easily when needed. Movement of all resources must be documented in WildCAD via the Daily or Incident Logs.

1. Follow these procedures to track resources and provide the most accurate information for each resource at all times during the duty day.

   1.1. Placing Resources into Service: **All resources will go into service with GPC via the radio.** After a resource has called in service the dispatcher will place its icon magnet at the appropriate location on the map board. The magnet will remain on the board for as long as that resource remains in service.

      a. For a variety of reasons, the DO or his/her representative may call in and give you the daily staffing via landline or radio. When this occurs, status each resource as you would, but remind the DO (tactfully) that he/she needs to follow up the call by updating the Daily Status website as soon as practical.
      b. Overhead resources are often handled differently than equipment resources, since most overhead resources do not regularly status with GPC during the course of the day:
         1.1.b.1.   In the event that an overhead resource *does* status directly with GPC, the Icon magnet for that resource will be handled in the same manner as any other resource for tracking.

NOTE: If the Daily Status website has not been updated by 1000, the Zone Dispatcher shall contact the Duty Officer responsible for that region or district and request that he/she update it in a timely manner.

1.2. Movement of Resources: As resources move about during the course of the duty day, it is necessary to maintain the current location of those resources as accurately as possible. Tracking en-route resources accurately is very difficult. Resources do not normally status with GPC while in transit, and often forget to inform us when they reach their destination. For that reason, the following guidelines have been developed to identify and track resources while in service:

    a. When a resource is at a static location, simply place the magnet for that resource on the board at the location given, with the icon print in its normal, upright position.

    b. When a resource goes in transit, place the magnet for that resource at the destination location, but with the icon print upside down. For example, if an engine leaves location "a" en-route to location "b", place the magnet at location "b" with the icon print upside down. In this way, the dispatcher will be aware that if a resource is needed somewhere between these two points for IA response, this resource may be the closest available.

    c. When the resource arrives at the destination, rotate the icon magnet so that the print is back to right side up, indicating that the resource is no longer in transit.

    d. Place resources sideways when in the general area not site specific.

1.3. Taking Resources Out of Service: As resources go out of service for the day, simply remove its icon magnet from the map portion of the board and move it to the storage location located at the right-hand side of the board. The resource will then be set to Out of Service in WildCAD.

2. Marking Incidents - the following procedures are to be followed in order to mark the locations of Incidents as they occur. An Incident is any unscheduled and unexpected fire, accident or other event requiring a response by resources under GPC IA control.

2.1. Upon Occurrence: The location of the Incident will be marked on the board using the red numbered incident icon magnets, beginning with #1 each day, and progressing numerically. Once assigned, an incident magnet will remain on the board for the remainder of the duty day. Remove all incident magnets at the end of shift or day. See also Daily Shift Responsibilities SOG.

2.2. Named Incidents: Once an Incident is confirmed (as opposed to being a false alarm) and has been named, mark the location using a red flag in

accordance with the following section. As noted, the Incident magnet will also remain at that location until the end of the shift for the day or 2400.

3. Marking Wildfires and Projects: Follow these procedures to mark the location of wildfires, prescribed burns, fuel projects, and other items of interest on the map board. In order to quickly identify and locate specific points of interest, use colored flags to mark these locations on the board.

   3.1. Wildfires: Mark the location of wildfires on the board with red flags. Print the name on the flag.

   3.2. Prescribed Burns: Mark the location of prescribed burns, pile burning, burn permit locations, or other known predicted fire activity for agency's with a yellow flag. Print the name on the flag.

   3.3. Projects: Mark the location of fuel projects, known dust sources, blasting, National Guard activity, and any other points of interest *not involving active fire* with a green flag. Print the name or description of the project on the green flag.